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Chapter 3

Licensing Protocol for EDGE Faculty

Version 5.0
June 2022

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1. About this Document

1.1. Scope of this document

This document — *Chapter 3 Licensing Protocol for EDGE Faculty* — sets out:

1. the role and eligibility criteria of licensed EDGE Faculty;
2. the process to obtain and maintain the license to serve as EDGE Faculty; and
3. the responsibilities of EDGE Faculty members.

1.2. Organization of the EDGE Protocol documents

The EDGE Protocol sets out detailed requirements to ensure that EDGE Certification Programs are implemented consistently around the world. The EDGE Protocol is the base of reference and underpins all training materials and guidance documents for EDGE Certification Programs. Should there be any conflict between the EDGE Protocol documents and the supporting training and guidance materials produced, the EDGE Protocol shall take precedence.

Readers are encouraged to refer to the EDGE Glossary for key terms in the EDGE Protocol, which are identified in the text through capitalized nouns (e.g., Provider Territories).

It is recommended that the document *Chapter 1 EDGE Governance Protocol Overview* be read first for a comprehensive understanding of the EDGE Protocol. The operation of the EDGE Certification Programs in Provider Territories is dependent on several organizations working together to deliver services to Clients. *Chapter 1 EDGE Governance Protocol Overview* provides the roles and responsibilities of these organizations and their interrelationships, and the remaining EDGE Protocol documents provide the details.

It is also important that parties involved in the delivery of the EDGE Programs understand the process of periodic updates to the EDGE Protocol documents, and their responsibilities with respect to implementing these changes, as is set out in *Chapter 7 EDGE Update Protocol*.

1.3. Relation of this document to other Protocol documents

This document should be read in conjunction with *Chapter 5 Licensing Protocol for EDGE Experts*, and *Chapter 6 EDGE Certification Protocol* to get an overview of the EDGE Expert training and the EDGE certification process.

2. Role and Eligibility

2.1. EDGE Faculty Role

The role of the EDGE Faculty is defined in *Chapter 1 EDGE Governance Protocol Overview*, and detailed in this EDGE Protocol document.

1. EDGE Faculty ("Faculty") are individuals licensed to train candidates as EDGE Experts and EDGE Auditors.
2. All Faculty are licensed to offer EDGE *Expert* training. However, Faculty may offer EDGE *Auditor* training only through an agreement with a licensed EDGE Certification Provider.
3. Faculty may offer training in person, via online 'live' instruction, or pre-recorded training. Pre-recorded training and training materials must be pre-approved in writing by the EO&M Team. Pre-recorded training will be subjected to royalty payment to IFC as decided by EO&M at the time of approval.
4. Faculty are not the only possible source of EDGE Expert, EDGE Auditor, or other training related to EDGE. IFC reserves the right to authorize any non-Faculty individual or organization to deliver any training related to EDGE under other arrangements at its discretion.

2.2. Eligibility Criteria

The following conditions must be met by individuals applying to be licensed as Faculty.

The applicant must:

1. Be a licensed EDGE Expert;
2. Demonstrate a commitment to execute EDGE Expert and/or EDGE Auditor trainings;
3. Have a record experience in at least one certified EDGE project; and
4. Have a record of relevant experience in teaching and green buildings suitable for training EDGE Experts, and EDGE Auditors.

IFC can waive an eligibility requirement at its discretion on a case by case basis.

3. Faculty Licensing Process

3.1. Application Process

EDGE Experts interested in serving as Faculty may send their expression of interest to the EO&M Team at edge@ifc.org, including the following documentation:

1. Cover letter relating candidate's
 - a) interest,
 - b) suitability, and
 - c) plans to execute training over the following year;
2. Curriculum Vitae (CV) in PDF format including any relevant teaching experience and green building work experience; and
3. PDF copy of their EDGE Expert certificate.

3.2. Licensing Process

The licensing process consists of the following three steps, illustrated in Figure 2.

1. The EO&M Team reviews the candidate's application and may request an interview with the candidate.
2. If the EO&M Team approves the application of the interested candidate to serve as EDGE Faculty, they send the candidate a licensing agreement to sign. If the application is not approved, the candidate is notified.

3. After a licensing agreement has been signed by the candidate and the EO&M Team and the candidate has paid the Licensing Fee described below, Faculty is deemed licensed and authorized to commence offering training.

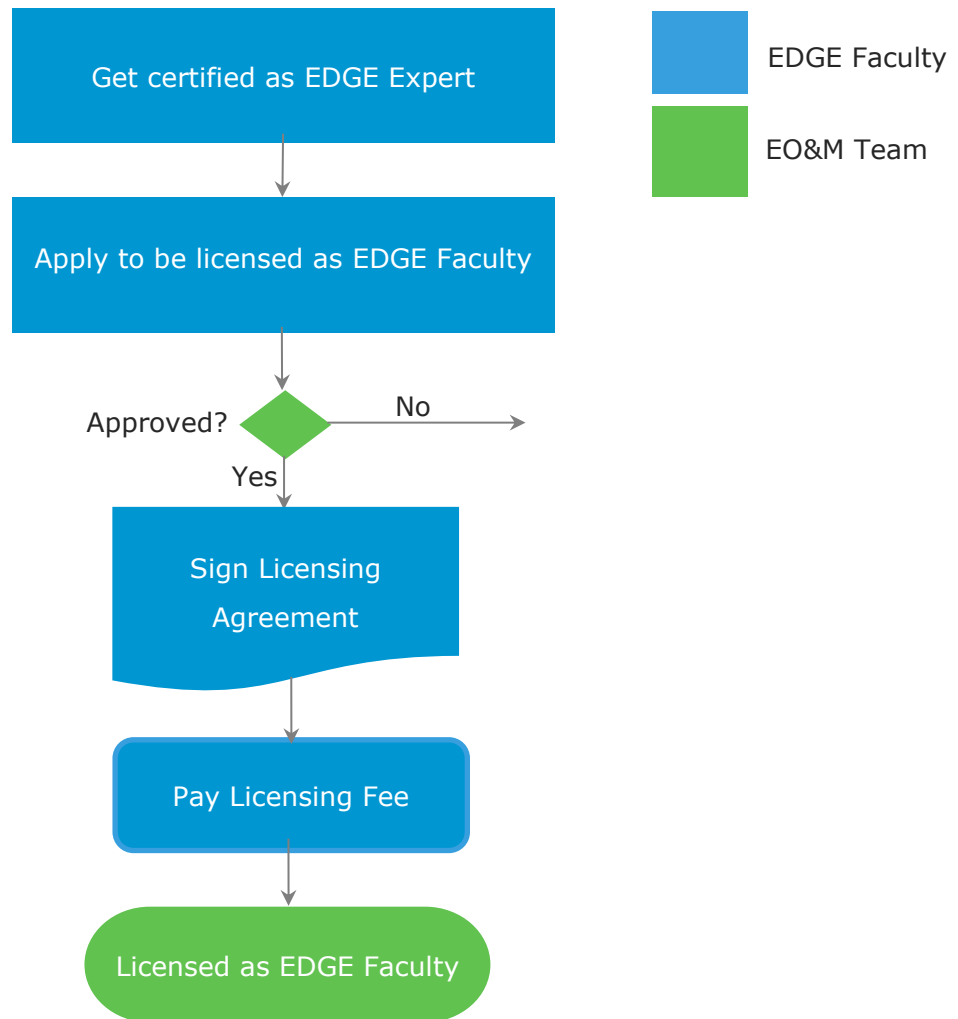


Figure 1. EDGE Faculty licensing process

3.3. Licensing Fees

Faculty is not authorized to conduct EDGE trainings until a licensing agreement is signed and fees specified therein have been paid.

3.4. Renewal of Faculty License

The term of a Faculty licensing agreement is two (2) years, unless otherwise agreed to by the EO&M Team. EDGE Faculty can apply to renew their licensing agreement by taking the following steps:

1. Apply for renewal from 3 to 6 months before the end of the term of a license;
2. Pay licensing fees at the time of renewal application;
3. Attend the required refresher or update trainings offered free to Faculty; and
4. Avoid poor performance as laid out in Section 5.1 in this document.

4. Faculty Responsibilities

The following are the responsibilities of licensed Faculty during the operational phases.

4.1. During Initial Set Up

During the initial set up to offer training:

1. Faculty must establish the format and venues (physical or virtual) for trainings and report these to the EO&M Team;
2. Faculty must establish fees for trainings and report these to the EO&M Team;
3. Faculty must follow the EDGE Brand Asset guidelines available on the EDGE website when promoting training events;
4. Faculty are permitted to develop Local Content for use in connection with training, where "Local Content" means locally-specific content such as case studies or information on local regulations. The following limitations apply:
 - a) Local Content may be added only in the designated sections of the training material and such additions must be shared with the EO&M Team for approval prior to use;
 - b) Faculty must not modify any other content of the training materials; and
 - c) Faculty will not have any intellectual property rights over any EDGE training materials or derivative works, except that Faculty will own the rights to the

Local Content they create but will grant to IFC the right to use the Local Content as it wishes.

4.2. During Training Operations

Once the training is operational, Faculty must:

1. Report the time and venue of the trainings offered to the EO&M Team two weeks before offering the training, as needed;
2. Maintain a record of attendance for all training offered in any mode;
3. Submit the following data regarding training participants to the EO&M Team to be utilized for feedback surveys, analysis, referral to exam provider(s) and marketing purposes within seven (7) days after training completion:
 - a) full name
 - b) email address
 - c) occupation
 - d) organization and type of organization
 - e) location (country and state/province)
 - f) gender (if the optional information has been provided by participant)
 - g) age group (if the optional information has been provided by participant);
4. Encourage training participants to respond to feedback surveys from the EO&M Team, including an overall rating of the quality of the training on a scale of 1 (poor) to 5 (excellent);
5. Manage questions, complaints, and grievances from trainees, including directing them to the EO&M Team as appropriate via the edge@ifc.org address;
6. Share their own feedback, questions, concerns, and grievances with the EO&M Team; and
7. Keep their knowledge on EDGE updated by attending refresher or update training when required by the E&OM Team.

5. Termination of the Faculty Licensing Agreement

Faculty licensing agreements expire at the end of their term and the EO&M Team is under no obligation to renew them. A Faculty licensing agreement may also be terminated early by either party in accordance with the terms of the agreement. Fees will be refunded on a pro-rated basis in case of an early termination of contract, except in the case of poor performance as defined in *Section 5.1*. In that case, the fees are non-refundable.

5.1. Poor Performance by Faculty

The following constitutes poor performance by Faculty:

1. Failure to fulfill responsibilities listed in Section 4;
2. Poor ratings from trainees in the surveys administered by the EO&M Team;
3. Bringing EDGE into disrepute;
4. Discriminatory behavior; and
5. Sexual harassment.